

## INSTRUCTIONS TO APPLICANT

1. **PRIVACY ACT INFORMATION** - No benefits may be paid unless a completed application form has been received (38 U.S.C. 1713). The information requested on this form is necessary to determine your eligibility to the benefit for which you are applying. The responses which are submitted may be disclosed outside the VA only as permitted by law.

2. **CHANGE OF PLACE OF TRAINING** - If you are pursuing the same course or program, you may change your place of training without restriction provided your progress and conduct are satisfactory, and the transfer can be made without substantial loss of credit.

3. **CHANGE OF PROGRAM** - A change of program is a change of your educational, professional or vocational objective from the objective you were last pursuing if the experience and/or credits you have accumulated are not transferable to your new program.

a. You may be authorized one change of program upon your request if progress and conduct in your original program were satisfactory.

b. You may apply for a second (or additional) change of program. However, benefit payments cannot be authorized for the change unless your program is shown to be suitable to your aptitudes, interests and abilities. If you select the program with the assistance of a professional academic or vocational counselor, the processing of your request for the change of program may be completed by the VA sooner if you will submit a copy of the counselor's findings and recommendations with this form. If additional evidence is required to establish the suitability of your program, you will be informed of the preferred types of evidence after your request has been reviewed.

c. Additional changes of program, beyond the second change, will be considered only if you submit acceptable evidence to establish the additional change is required by circumstances beyond your control.

4. **VA COUNSELING** - If you are undecided or unsure about your program of education or training or the kind of work you want to prepare for, you can get professional counseling help from the VA. You may request a counseling appointment by completing Item 13. There is no charge for counseling, but any necessary travel will be at your expense. *NOTE: Counseling is not available in foreign countries except in the Republic of the Philippines.*

5. **SCHOOLS AND TRAINING ESTABLISHMENTS YOU MAY ATTEND** - You may attend vocational or technical schools, business colleges, colleges and universities. Benefits are payable while you are training in an approved apprenticeship, on-the-job training, or farm cooperative program. Special training can also be authorized for an eligible son or daughter when needed to overcome or lessen the effects of a physical or mental handicap.

### 6. RESTRICTIONS

a. Benefits may be authorized only for an approved program leading to an educational, professional or vocational objective for which you are not already qualified.

b. The law prohibits the approval of courses for recreational or avocational purposes, bartending or personality development courses.

c. VA benefits are not payable under this program while an eligible person is serving on active duty.

d. Benefits cannot be paid for audited courses and courses for which the assigned grade will not count toward graduation.

e. Benefits will be discontinued if you do not maintain satisfactory progress and conduct in training.

f. Benefits are subject to reduction or termination during periods of incarceration in a Federal, State or local correctional facility, a halfway house or work release program.

g. Sons and daughters cannot be authorized Dependents' Educational Assistance for elementary education, high school training, or for correspondence training.

7. **HOW TO APPLY** - Select the program in which you wish to enroll. Be sure the program at the school or training establishment

is approved for the enrollment of veterans and eligible persons. If you would like educational or vocational counseling before you select a program of education or training. Please refer to paragraph 4. You will be notified of the date, time and place to report for counseling if you request it.

a. Complete the application and send it directly to the VA regional office as early as possible before you plan to enroll.

b. If you have already enrolled, give the completed application to your school or training establishment for submission to the VA together with an Enrollment Certification, VA Form 22-1999.

8. **ADVANCE PAYMENT** - You may be eligible for an advance payment for the initial month or partial month of your training plus payment for the following month. Advance payment checks are mailed to your school for delivery to you at the time of registration. You may be eligible for an advance payment if: (1) You enroll in an approved school course on at least a half-time basis; (2) Your school agrees to process an advance payment; (3) You request an advance payment in writing; and, (4) Your application and request for advance payment are received in the VA at least 30 days before registration. Your request for an advance payment must be entered on the Enrollment Certification, or on a separate page attached to the Enrollment Certification, which your school will submit to the VA.

9. **CHANGE OF ADDRESS** - Keep the Veterans Administration informed of your latest address. Whenever you move notify the VA immediately. Be sure to show your complete mailing address, including ZIP Code.

10. **INFORMATION AND ASSISTANCE** - Additional information and assistance may be obtained from any VA office or United States Veterans Assistance Center (USVAC). Local representatives of the various veterans' organizations and the American Red Cross also have information and forms available.

**IN ADDITION TO THE SCHOOLS LISTED IN PARAGRAPH 5, A SPOUSE OR SURVIVING SPOUSE MAY ATTEND APPROVED ELEMENTARY SCHOOLS, HIGH SCHOOLS OR CORRESPONDENCE SCHOOLS. THE PARAGRAPHS BELOW DO NOT APPLY TO A SON OR DAUGHTER.**

11. **HOME STUDY COURSES** - If you are considering enrolling in a home study course or a combination correspondence-residence course, be sure the field is suitable to your abilities and interests before you sign an agreement with the school. Information on home study courses and the percentage of students who begin courses and actually complete them is available at the nearest U.S. Veterans Assistance Center (USVAC) or VA Regional Office. You should consider your decision carefully before signing an agreement which may require you to pay for all or the majority of the course even though you complete only a portion of it.

*NOTE: The law provides that an agreement for enrollment in a home study course must be affirmed in writing by the student more than 10 days following the date the contract was signed; for example, if the contract is dated on the 1st of the month, the affirmation must be dated on or after the 12th. No payments of educational assistance allowance will be authorized by the VA for any lessons serviced by the school prior to the date of affirmation of the agreement. If you decide not to enroll in a correspondence course after signing an agreement but before signing the affirmation, you are entitled to receive a full refund from the school of any payment made for the course.*

### 12. REFRESHER OR REMEDIAL TRAINING

a. If you need refresher or remedial courses to qualify for admission into a degree or vocational program, you may receive benefits without a charge to your entitlement.

b. If you do not have a high school diploma or the equivalent, you may receive reimbursement for only the cost of your tuition and fees without a charge to your entitlement. If you attend school at a half-time rate or more, you may be eligible to receive regular monthly payments, provided that your entitlement is reduced according to the amount of time you are attending school.